



**Canadian Lutheran
World Relief**

Creating a world where people live in justice, peace and dignity

PROGRAM MANAGER - NATURE-BASED SOLUTIONS JOB POSTING

Job Title:	Program Manager – Nature-Based Solutions
FTE:	Full Time (35 hours/week)
Class Type(s):	Contract
Duration:	September 5, 2023* – March 31, 2026
Annual Salary:	\$75,820 - \$83,800
Location(s):	Winnipeg, MB, Ottawa, ON; Kitchener/Waterloo, ON, and Greater Vancouver, BC
Reports to:	Director – Programs

*** Note – Start date contingent on signing of project funding agreement with Global Affairs Canada**

JOB SUMMARY

Reporting to the Director – Programs, the Program Manager – Nature-Based Solutions, is responsible for the management of the Gender Transformative Climate Adaptation project in Chad and Cameroon, funded by Global Affairs Canada. The Program Manager – Nature-Based Solutions is responsible for overseeing project development and implementation, assuring responsible financial management, maintaining superior stakeholder relations, and representing the project domestically and internationally in strategic fora.

It is expected that all employees are in agreement with the mission statement of CLWR and can work within its mandate. The ability to work in highly complex environments and successfully manage valued relationships with donors, partners, and other stakeholders is essential.

EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS

Minimum knowledge (formal education/general knowledge) required to perform the job competently:

- Master’s degree or equivalent in relevant field
- Sound knowledge of current international development and/or humanitarian assistance theory, policy, and practice

- Intimate knowledge of Global Affairs Canada, including the parameters of grants and contribution agreements
- Proficiency with results-based management and monitoring, evaluation, and learning
- Analysis and research skills
- Commitment to ongoing education and professional development

Minimum experience required to perform the job at a competent level:

- Experience managing international assistance projects with annual budgets exceeding \$1M
- Experience managing institutional and government grants and contributions, particularly with Global Affairs Canada
- Experience writing successful funding proposals to institutional and/or government funders, particularly Global Affairs Canada
- Experience managing international partnerships, including with local partner organizations or stakeholders within an internationally federated structure, or similar
- Experience and/or specialization in one or more of the following programming areas: climate adaptation, gender, or livelihoods
- Work or volunteer experience in the Global South

Technical skills required to perform the job at a competent level:

- Excellent written and spoken communications skills in English
- Fluency in French (desirable)
- Ability to review, analyze and synthesize information to produce high-quality project documents for donors and other audiences
- Strong communication and interpersonal abilities, including cross-cultural competencies
- Good initiative and organizational competencies while maintaining proactive communication with project stakeholders and Supervisor
- Above-average computer skills, including data analysis, project management software, and Microsoft Office applications

Leadership skills required to perform the job at a competent level:

- Able to work independently and as part of a team
- Ability to speak with confidence, from knowledge base, effectively communicating technical information with consideration for differences stemming from culture, language, time zones, and other interpersonal factors
- Able to establish and communicate priorities in a time-sensitive environment, and to coordinate teams to meet deadlines with strong attention to detail

Working Conditions

- Must be eligible to work in Canada
- Travel nationally and internationally on a limited basis
- Ability to work occasional evenings or weekends as required by special events/circumstances
- Manual dexterity required to use desktop or laptop computer
- Lifting or moving up to 15lbs may be required

KEY RESPONSIBILITIES

DESCRIPTIONS	% of Time
<p>PROJECT MANAGEMENT</p> <ul style="list-style-type: none"> • Provide guidance and support to international project teams that ensures compliance with all aspects of funding agreements, delivery of project results, and timely output of key donor deliverables • Provide technical and capacity building support to partners and project stakeholders, including but not limited to support with grants acquisition, assessments and reporting, and various learning initiatives • Under the direction of the Director – Programs, provide coordination support to CLWR’s Gender & Climate Technical Advisor, who also resources the Gender Transformative Climate Adaptation project, to ensure that timely technical support is provided to partners and stakeholders, particularly as it relates to RBM, MEL, and research and learning initiatives • Coordinate with CLWR’s Finance Department and other project stakeholders to ensure sound financial management of the project, including budgeting, forecasting, reporting, and full compliance with external audit processes • Lead the preparation of high-quality and timely submissions to CLWR’s funders, including the Project Implementation Plan, workplans, results reporting, financial reports, and other documentation as required, coordinating and ensuring input from partner staff, CLWR’s Finance staff, and CLWR’s Gender & Climate Technical Advisor, among others • In coordination with the Finance Department, manage forecasting, reporting, and delivery of CLWR budget lines within project budgets, including but not limited to consultancies, travel, and monitoring and capacity-building activities • Travel to field offices/projects as required 	65%
<p>STAKEHOLDER ENGAGEMENT</p> <ul style="list-style-type: none"> • Maintain superior relationships with institutional funders, ensuring timely and clear communication concerning project management and administration, including travel for in-person meetings where feasible and appropriate • Serve as the primary liaison between CLWR’s institutional donors and implementing partners, ensuring mutual understanding and agreement concerning project management and administration • Serve as the primary contact with CLWR’s partners and stakeholders, including but not limited to LWF World Service in Geneva, LWF Country Program(s), peer agencies and networks, and consultants and sub-contractors 	15%
<p>REPRESENTATION & LEARNING</p> <ul style="list-style-type: none"> • In collaboration with CLWR’s Communications & Marketing Department, support branding and marketing initiatives including appeals, social media campaigns, and other public engagement activity • Represent CLWR and its partners in networks and working groups that elevate the profile of the project and/or present unique learning and networking opportunities concerning the project • In coordination with the Director – Programs, identify and pursue partnerships with new stakeholders that may enhance programmatic learnings or the sustainability of project outcomes 	10%

<p>OTHER ORGANIZATIONAL TASKS</p> <ul style="list-style-type: none"> • As assigned by the Director – Programs, represent CLWR domestically and internationally in fora that advance CLWR’s interests or its contributions to strategic initiatives and partnerships • Lead the development of select proposals for institutional funding, and support other Program Managers with the development and review of funding proposals, reports, assessments, and other technical documentation as time permits • Promote a culture of learning by sharing experience and expertise with colleagues • Other duties as assigned by the Director - Programs 	<p>10%</p>
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Qualified applicants should apply by August 7, 2023. To apply, please submit a **resume and cover letter in a single PDF** outlining how you meet the above criteria and indicating your salary expectations. Applications should be emailed to hr@clwr.org, quoting “Program Manager – Nature-Based Solutions” in the subject line. If needed, applications will be reviewed on a rolling basis beyond August 7, 2023.

We thank all who apply but will only be contacting those who are moving forward in the application process.